

**Commercial / Exhibitor Support Letter of Agreement
And Standards of Commercial Support for CME**

PROGRAM: Association of American Indian Physicians 37th Annual Meeting and Health Conference	
PROGRAM DATE: July 26 to July 29, 2008	PROGRAM LOCATION: Worley, Idaho

Grantor /Organization Name:	Contact Name:	Telephone:
Address:	Address:	Fax:
		E-Mail:
City:	City:	
State Zip	State Zip	

Dear Grantor:

Thank you for your support at our Annual Conference (CME) activity. In order to meet the Accreditation Council for Continuing Medical Education (ACCME) Guidelines, our files must contain a signed Letter of Agreement (LOA) before the program actually occurs. Mail this completed LOA form to AAIP 1125 Sovereign Row Suite 103, Oklahoma City, OK 73108 or fax to 405.943.1190. The Association of American Indian Physicians, here after referred to as (AAIP) is the ACCREDITED PROVIDER for this program and all financial transactions must be handled through our office. **(Form must be typed or in legible print)**

Granting of Educational Support by Commercial / Exhibitor Source

The above named grantor wishes to provide the following educational support of the continuing medical education activity listed above: **(check choices)**

___ TOTAL grant in the amount of \$ _____ for the support of CME activity such as:
 ___ Student Conference Registration ___ Luncheon ___ Educational Grant ___ Student Travel
 ___ All speaker expenses (To include travel, lodging, meals and honoraria - please list the exact honoraria amount.): OR ___ Travel, ___ Meals, ___ Honoraria Amount \$ _____ (Indicate amount determined by the course director.)
 ___ Speaker Name(s): 1) _____ 2) _____
 ___ Exhibit \$625.00 ___ Arts/Crafts \$150 ___ Catering functions (specify) \$ _____
 ___ Other (indicate amount and purpose) _____

Management and Conditions of Funds From Commercial / Exhibitor Sources

1. PURPOSE OF AND CONTROL OVER THE EDUCATIONAL ACTIVITY: 1.1) The activity shall be independent and non-promotional, focused on educational content, and free from commercial influence or bias. Information presented about commercial products shall be objective and based on scientific methods generally accepted in the medical community. 1.2) AAIP shall maintain full control over the planning, content, quality, scientific integrity, implementation, and evaluation of the activity, and over the selection of speakers, moderators, authors, or other faculty for the activity. 1.3) [Grantor] shall not engage in scripting, targeting points for emphasis, or other actions designed to influence the content of the activity.

2. GRANTOR ASSISTANCE IN PLANNING, PRODUCTION, AND MARKETING OF THE ACTIVITY: 2.1) AAIP may solicit assistance in the planning and production of the activity from [Grantor]. That solicitation must be in writing. Acceptance by AAIP of advice or services concerning speakers, moderators, authors, invitees, or other educational matters, including content, shall not be a condition of support for this activity. [Grantor] shall not suggest speakers, moderators, or authors who are or were actively involved in promoting the company's products or who have been the subject of complaints regarding misleading or biased presentations. 2.2) [Grantor] may provide services in support of the preparation of activity materials; however, these materials shall not, by their content or format, advance the specific proprietary interests of [Grantor]. 2.3) If [Grantor] offers to provide a presentation reporting results of scientific research, [Grantor] shall provide to AAIP a detailed outline in order to confirm the scientific integrity of the presentation. 2.4) AAIP must authorize dissemination of information about this activity by [Grantor], and any information must identify the activity as produced by AAIP. 2.5) Invitations or mailing lists shall not be generated by the sales or marketing departments of [Grantor] and shall not be generated or procured to reflect sales or marketing goals of [Grantor]. 2.6) AAIP cannot use a commercial interest as the agent providing a CME activity to learners.

3. DISCLOSURE: 3.1) Meaningful disclosure shall be made to the activity audience of the following; 3.1.1) [Grantor's] funding of the activity, without reference to specific products. 3.1.2) Any significant relationship between The AAIP, authors, presenters, or moderators and [Grantor]. 3.1.3) Any significant financial or other relationship between authors, presenters, or moderators and the manufacturers of products or providers of services mentioned by the author, presenter, or moderator during the activity. 3.1.4) Whether any product mentioned during the activity is not labeled for the use under discussion or is still investigational. 3.2) Disclosure shall be made in writing in all instances when that is possible. Should disclosure occur verbally, such disclosure must be verified by written documentation in the activity file.

4. SCOPE AND PRESENTATION OF THE ACTIVITY: 4.1) The title of the activity shall fairly and accurately represent the scope of the presentation. 4.2) The activity shall present discussion of multiple treatment options, and shall not focus on a single product, except when options are so limited as to preclude meaningful discussion. 4.3) Faculty shall be instructed to use generic names of products, or, if trade names are used, to use those of several companies. 4.4) Opportunity for meaningful discussion or questioning shall be provided during a live activity.

5. CONDUCT OF [GRANTOR] AT EDUCATIONAL PRESENTATIONS: 5.1) Exhibit placement shall not be a condition of support for the activity. 5.2) No commercial/exhibitor promotional materials shall be displayed or distributed in the same room immediately before, during, or immediately after the educational activity. 5.3) Representatives of commercial/exhibitor supporter may not engage in sales activities while in the room where the educational activity takes place. 5.4) Information about [Grantor's] product(s) presented in the activity may only be further disseminated after the initial presentation, by or at the behest of the [Grantor], in response to an unsolicited request or through an independent provider.

6. SOCIAL EVENTS: 6.1) Social events shall not compete with, nor take precedence over, the educational activity. The appropriateness of the social event is at the sole discretion of The Association of American Indian Physicians, and AAIP shall have final authority in the scheduling and production of the social event. 6.2) The cost of the social event shall be modest.

7. STRUCTURE OF GRANT AND USE OF FUNDS: 7.1) The educational grant shall be made payable to AAIP. [Grantor] shall pay no other funds to the director of the activity, faculty, or others involved with the activity. 7.2) Grant funds shall not be used to pay travel, lodging, registration fees, honoraria, or personal expenses for non-faculty attendees. 7.3) Grant funds may be used to permit medical students, residents, or fellows to attend the activity, as long as the selection of students, residents, or fellows who will receive the funds is made either by the academic or training institution, or by The Association of American Indian Physicians with the full concurrence of the academic or training institution. 7.4) The Association of American Indian Physicians shall furnish [Grantor] with a report concerning the expenditure of grant funds provided.

8. REGULATORY AUTHORITY: 8.1) AAIP and [Grantor] agree to abide by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education (March 1992), the FDA Final Guidance on Industry-Supported Scientific and Educational Activities (December 1997), the AMA regulations regarding the Physician's Recognition Award, the AMA Opinion 8.061: Gifts to Physicians from Industry, and the AMA Opinion 9.011: Continuing Medical Education.

AGREED:

Commercial Interest:

Grantor Representative: Signature and Date

Print Name: _____

Title: _____

AGREED:

Accredited Provider:

Margaret Knight: _____
Authorized Representative Signature and Date

Print Name: Margaret Knight

Title: AAIP Executive Director

The Association of American Indian Physicians, 1225 Sovereign Row, Suite 103, Oklahoma City, OK 73108 (Federal Tax ID # 23-7296826) Margaret Knight mknight@aaip.org Fax: 405-943-1190